
Virginia Office of Emergency Medical Services

Medical Records Required for Site Reviews

Virginia Department of Health
Office of Emergency Medical Services
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Purpose:

The following is an overview of the medical records that are to be available to trauma center designation site review teams during site reviews. The evaluation of medical records by a site review team is essential in evaluating trauma care and the performance improvement efforts by designated trauma centers.

Guideline:

The list of medical records listed below will include records that are within a one year period preceding the site review, unless otherwise specified. The Office of EMS and any member of a site review may, at the time of a site review, request additional medical records as needed, but are limited to requesting charts within the current verification period.

The Office of EMS Trauma/Critical Care Coordinator will provide to the hospital, no less than 30 days prior to the scheduled site review, a revised copy of this document. The revised copy will be individualized to the applying hospital. Specific medical records may be requested using the Virginia Statewide Trauma Registry or the hospitals internal registry.

Medical records should include patient charts that would qualify for reporting to the Virginia Statewide Trauma Registry (admitted patients) and if possible, with an ISS greater than 15. If the volume or acuity of patients does not provide for the number of charts requested, a center may provide charts of patients that do not qualify for reporting to the VSTR (non admitted patients).

- All trauma charts from patients that died as a result of their trauma (past 18 months).
 - All trauma charts that have gone through your hospitals PI review process that required corrective action and/or follow up.
 - 10 of the most charts of Trauma Patients who suffered blunt trauma.
 - 2 head
 - 2 ENT
 - 2 Thoracic
 - 2 abdominal
 - 2 orthopedic
 - 8 of the most recent charts of trauma patients who had penetrating trauma
 - 3 thoracic
 - 3 abdominal
 - 2 other (i.e. neck, serious extremity)
 - 3 of the most recent charts of Burn related patients
 - 5 of the most recent charts from spinal cord injury trauma patients.
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- 2 of the most recent charts of Trauma Patients who required emergency Thoracotomies
- 5 of the most recent charts of patients transferred to this facility, from another hospital, for a higher level of care, for trauma related injuries.
- 5 of the most recent charts of patients transferred out of this facility, to another hospital, for a higher level of care, for trauma related injuries.
- 6 Pediatric charts (please include a variety of injury types)
- 2 Ophthalmic Injuries
- 2 Ob/Gyn Injuries
- 2 Infectious disease consults
- 4 Rehab charts (if in-house rehab is provided)
- 4 Extended stays in the ICU.
- 2 Re-admissions within 24-48 hours.